

# NH Public Works Mutual Aid Program

**Date:** June 19, 2018  
**Time:** 1:00 pm  
**Location:** NHMA, Concord, NH



## Board Meeting Minutes

1. Call to Order- Alan Côté at 1:21 PM
2. Establishment of a Quorum
  - a. Members Present
    - i. Ken Conaty
    - ii. Alan Côté
    - iii. Kürt Blomquist
    - iv. Marilee LaFond
    - v. Stephanie Cottrell
3. Secretary's Report
  - a. December 2017 Minutes
    - i. Motion by Kürt Blomquist to approve, seconded by Ken Conaty, motion passed.
  - b. February 2018 Minutes
    - i. Motion by Kürt Blomquist to approve, seconded by Ken Conaty, motion passed.
4. Treasurer's Report
  - a. T2 will report any Emergency Preparedness Conference expenses to Kürt for processing
    - i. **Follow up: there are no expenses related to booth, and Marilee has submitted expense details for purchase of candy**
5. No known activations
6. Role of T2
  - a. Marilee expects to be present at NHPWMA board meetings whenever available
  - b. Marilee will assist with taking and preparing meeting notes
  - c. T2 will continue to assist with events as possible
  - d. Google Groups maintenance for communication
    - i. T2 will maintain the NHPWMA Board group
    - ii. Marilee will look into status of an NHPWMA member Google group
      1. If not created, Board to discuss value for creating and maintaining one
      2. **FOLLOW UP: There is not presently a NHPWMA Member group being managed by T2 through Google Groups- future discussion regarding whether to create one**
  - e. We determined to hold on any action or updating of the inventory lists, and will revisit process and value in future
7. Alan's meeting with HSEM will be rescheduled, Kürt may attend
  - a. The NHPWMA 24-7 list will be distributed by Alan to NHPWMA Board as well as HSEM for WebEOC
8. Salmon Falls River exercise taking place 6/21
9. Workshop
  - a. NHPWMA Workshop on October 4<sup>th</sup> at the NH National Guard Facility

- i. Alan will follow up with Johnna to complete the Fee and Facility Use Form and any other business details related to facility
- b. Kürt is prepared for any payment details
- c. Marketing-
  - i. T2 will create a Save the Date flyer with theme of NHPWMA Ultimate Toolbox Workshop
    - 1. Will not include speakers but will include presenter topics
    - 2. T2 to send through PWNNet and also post to website, as well as continue distributing at workshops
    - 3. Alan to send to Judith at NHPWMA with request to have it mailed to all NHPWMA members
    - 4. **Follow up: draft Save the Date was sent to Board email group for feedback/approval**
- d. Charge:
  - i. No charge for members
  - ii. \$25 fee for non-members “which will be applied to your membership if you choose to sign-up after the workshop”
- e. Registration deadline 9/7/18
  - i. T2 to create online form to register through, with instructions for non-member to mail payment to NHMA
    - 1. **Online form created, ready to release when registration begins**
  - ii. No max headcount but registration required to save your seat
- f. Six sessions total, running two concurrent sessions every 50 minutes
  - i. 9:00-9:50, 10:00-10:50, 11:00-11:50
    - 8:00-9:00 AM Registration
      - 1. Food: Coffee, light breakfast snacks
        - a. Caterer: Alan will review any preferred caterer facility has arrangements with, but otherwise will contact First Impressions for quote and sample menu
    - 9:00-9:10 Opening Remarks/Welcome including short summary of NHPWMA how it works, statistics
    - 9:10-10 First Session
    - 10:10-11:00 Second session
    - 11:10-12:00 Third session
    - 12:15-1:30 PM Lunch and wrap-up
      - 2. Caterer: Alan will review any preferred caterer facility has arrangements with, but otherwise will contact First Impressions for quote and sample menu
      - 3. Potential Lunch Speaker: HSEM or Eversource
        - a. Confirm that facility can manage lunch and speaker in one room

10. Proposed Sessions (confirm speakers by August 3<sup>rd</sup>)

- a. FEMA documentation – Caleb Dobbins to confirm
- b. Emergency permitting: Johnna McKenna to confirm
- c. First Net Communication- ATT federal contract- what’s coming, dedicated network for first responders, equipment, apps
- d. Web EOC Awareness – Alan to confirm
- e. Funding- could be presented by Homeland Security or other
- f. Lessons Learned roundtable
  - i. Panel of 3-4 -towns who have gone through planning process, what worked at an incident, what happened, planning for and PR during an event

1. Reviewed potential participants and municipalities to approach
11. T2 will look into giveaways and branded items
  - a. Follow up- Marilee sent some possible options to Board for consideration and approval
12. Future items to coordinate:
  - a. Speaker Bios
  - b. Speaker Summary/Agenda
  - c. Printing and preparing membership packages
  - d. Collecting speaker presentations
13. Brief discussion around potential of vendors
  - a. Will require planning space and time between sessions- revisit this
14. New Business
  - a. Pease Development Authority expressed interest in membership
    - i. Board consensus that as a government entity they can join
    - ii. Stephanie will respond to them
  - b. Stephanie will review if the NHPWMA sample letters are on the T2 website and add them if not
  - c. Town of Unity was drawn for free membership from Emergency Preparedness Conference Raffle
    - i. Stephanie will coordinate setting up their membership and notifying them
  - d. Stephanie suggested a review of the formatting for the FAQs document
  - e. Survey of NHPWMA members to be discussed further in future
    - i. Who are you, have you used NHPWMA or provided aid through NHPWMA, when, who responded, what was provided for assistance if so
15. Next meeting August 14th at 1 PM at NHMA
  - a. Alan will book room
  - b. Marilee to look into if T2 has teleconferencing capabilities to setup a Skype or similar call for several people if we wanted to have a planning meeting touch-base sooner
    - i. FOLLOW UP: T2 has access to conference calling for up to six lines but needs to add each line in individually (cannot setup a call in number for all parties to dial in to)
16. Motion to adjourn by Kürt Blomquist, Ken Conaty seconded, motion passed 2:38 PM